

 Independent Verification & Validation Facility	Control of Quality Records	IVV 16 Revision: F Effective Date: April 2001
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APPROVAL SIGNATURES		DATE
Bill Jackson (original signature on file)	Deputy Director	4/19/01

REVISION HISTORY			
Rev No.	Description of Change	Author	Effective Date
Basic	Initial Release	Siamak Yassini IT/332	07/23/98
A	Quality Record - format and inputs changes	Siamak Yassini IT/332	08/26/98
B	Quality Records is updated to include the Technical Report of design and verification review	Siamak Yassini IT/332	10/8/98
C	Quality Records is updated to include the purchasing, OSMA record, project management records	Siamak Yassini IT/332	01/28/99
D	References to Ames Quality Manual replaced with references to IV&V Facility Quality Manual	Siamak Yassini IT/332	09/10/99
E	Form and Format changes, numbering change to delete Ames Research Center	Griggs X 204	12/06/00
F	Reflect new management (approval), Quality Records defined in SLPs.	Shirley Simmons Code 307/202	04/20/01

REFERENCE DOCUMENTS	
Document Number	Document Title
IVV QM	IV&V Facility Quality Manual
NPG 1442.1	NASA Uniform Files Index
NPG 1441.1	NASA Records Retention Schedule
IVV 09-4	Project Management

CHECK THE MASTER LIST at <http://www.ivv.nasa.gov/iso9000>
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1.0 Purpose

The purpose of this document is to establish and maintain a documented procedure for the collection, indexing, accessing, filing, storage, and maintenance of quality records as required by the IV&V Facility Quality System.

2.0 Scope

This procedure applies to quality records as identified in the System Level Procedures (SLPs) and Work Instructions (WIs) comprising the Facility's Quality Management System.

3.0 Definitions

3.1 Quality Record - An electronic record or hard copy document specifically required by the Quality System SLPs and WIs to furnish objective evidence of activity performed or results achieved.

3.2 Responsible Person - The person identified in the SLPs or WIs responsible for generating a quality record.

4.0 Flow Chart

Not applicable to this SLP.

5.0 Responsibilities

5.1 The person identified in the SLP or WI as the generator of a quality record shall be responsible for:

5.1.1 Ensuring that all hard copies of quality records are legible and delivered to the NASA Administrative Office for filing.

Note: Hard copies of quality records are stored in the NASA Administrative Office's file cabinets.

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5.1.2 Ensuring that all electronic quality records are either provided to the appropriate person identified in the SLP or WI for storage or stored as directed in the SLP or WI on a Facility shared drive.

5.2 The Administrative Office shall be responsible for:

5.2.1 Maintaining a file plan and file log.

5.2.2 Maintaining the physical filing system.

5.2.3 Filing all hard copies of quality records.

5.2.4 Ensuring that the procedures of NPG 1441.1 and NPG 1442.1 are followed for the, collection, indexing, access, filing, storage, maintenance, and disposition of quality records.

5.3 Facility Deputy Director shall be responsible for:

5.3.1 Providing a computer network shared drive for the storage of electronic quality records.

5.3.2 Providing access to the computer network shared drive to the appropriate personnel generating and needing access to quality records.


6.0 Procedure

The procedure for quality records adheres to the guidelines set forth in NPG 1441.1 and NPG 1442.1.

The Quality Records Tables in the SLPs and WIs define the quality records that shall be kept. Responsibility for developing, revising, or completing records accurately and promptly resides with the person responsible for generating the quality record.

6.1 Creation of New Files for Quality Records (Hard Copy): The initiator of a new project shall provide the Administrative Office with the file/project name and file number . The Administrative Office will incorporate the new file into the File Plan and a folder will be made and placed in the filing cabinet.

6.2 Creation of New Electronic Files: The responsible person identified in the SLP or WI for the generation and maintenance of an electronic quality record

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shall create the appropriate file structure on the appropriate network shared drive as directed by the Deputy Director.

- 6.3** Delivery of Quality Records (Hard Copy) Files to the Administrative Staff: The person generating the quality record shall indicate the appropriate file number (from the File Plan) and date of the document in the upper right hand corner and place document in the “Filing” basket located in the NASA Administrative Office.
- 6.4** Filing Quality Records (Hard Copy): The Administrative Staff shall file the quality records in the filing system as indicated and per the procedures of NPG 1441.1 and NPG 1442.1.
- 6.5** Filing of Quality Records (Electronically): The person responsible for filing quality records (electronically) shall save the file on the appropriate network shared drive as directed by the Deputy Director.

7.0 Metrics

This section is not applicable to this process

8.0 Records

Quality Records are defined in the individual SLPs and WIs.